

DIRECTIVE

JOB TRAINING PARTNERSHIP ACT

Number: D97-23

Date: July 24, 1998

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: TITLE III GOVERNOR'S RESERVE RAPID RESPONSE ASSISTANCE

EXECUTIVE SUMMARY:

Purpose:

This Directive establishes policy and procedures for Job Training Partnership Act (JTPA) Title III Governor's Reserve Rapid Response Assistance activities and applications.

Scope:

This Directive applies to all California Service Delivery Area (SDA) administrative entities contracting directly with the State of California Employment Development Department (EDD), to operate Rapid Response Assistance funded under Section 302(c)(1)(C) of Title III of the JTPA.

Effective Date:

This Directive is effective on issuance.

REFERENCES:

- JTPA Section 302(c)(1) and 314(b)
- Title 20 Code of Federal Regulations (CFR) Sections 631.30(b) and 631.32(c)

STATE-IMPOSED REQUIREMENTS:

This Directive contains only state-imposed requirements.

FILING INSTRUCTIONS:

This Directive supersedes Directive D95-17, dated September 27, 1995.

BACKGROUND:

Funds allotted to the State of California for Title III of the JTPA are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 40 percent of funds available to the State, for state administration, Rapid Response Assistance, statewide/regional projects, and special project adjustment services to address the economic dislocation of workers. The State Job Training Coordinating Council, on September 12, 1995, established the following funding recommendations for the JTPA Title III Governor's Reserve:

- First Category - Fund Rapid Response Assistance functions
- Second Category - Fund Basic Readjustment and Retraining activities in support of Rapid Response Assistance and other eligible dislocated workers
- Third Category - Fund projects that will enhance the quality and services of dislocated worker programs

This Directive addresses funding under the first category only. The policy and procedures set forth in this Directive are not substantially changed from those previously issued. This Directive provides further explanation and revises forms.

POLICY AND PROCEDURES:

Policy and procedures for preparing a Rapid Response Assistance application are contained in the attached Rapid Response Assistance Application Guidelines.

ACTION:

Submit two original signatures of your completed Rapid Response Assistance Application to your assigned Program Manager by June 15 of each program year or the following business day. Applications can be submitted through one of the following methods:

MAIL:	Employment Development Department Job Training Partnership Division Attn: Program Management Section P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
COURIER SERVICE/OVERNIGHT:	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814

HAND DELIVER:	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814
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INQUIRIES:

Please direct inquiries about this Directive to your assigned program manager.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

JTPA RAPID RESPONSE ASSISTANCE APPLICATION GUIDELINES

INTRODUCTION

These guidelines address Rapid Response Assistance only. Funds allotted to the State of California for Title III of the Job Training Partnership Act (JTPA) are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 40 percent of funds available to the State, for state administration, Rapid Response Assistance, statewide/regional projects, and special project adjustment services to address the economic dislocation of workers. The State Job Training Coordinating Council, on September 12, 1995, established the following funding recommendations for the JTPA Title III Governor's Reserve:

- First Category - Fund Rapid Response Assistance functions
- Second Category - Fund Basic Readjustment and Retraining activities in support of Rapid Response Assistance and other eligible dislocated workers, and
- Third Category - Fund projects that will enhance the quality and services of dislocated worker programs

POLICY

The Title III Governor's Reserve funds designated for Rapid Response Assistance activities as described in JTPA 314 (b) will be allocated to Substate Areas/Service Delivery Areas (SSA/SDA) and other entities through the Rapid Response Assistance application procedures contained in these guidelines. Rapid Response Assistance funding for the Employment Development Department (EDD) Job Service (JS) office activities will be made available through the JS Division Chiefs and allocated to local EDD JS offices in the form of staff hours. The guidelines for JTPA Title III Governor's Reserve Adjustment Services projects are set forth in Directive D97-24.

In order to insure a coordinated approach to service delivery and reduce the potential of duplication of effort, coordination between local EDD JS Offices and the SDAs will be required. Roles and responsibilities and areas of accountability will be identified and agreed upon in the Memorandum of Understanding negotiated between the SDA and EDD JS Office. Additionally, the EDD JS Field Division Chief is required to sign the application. Applications received without the JS Division Chief signature will not be accepted.

Rapid Response Assistance funds are available for a 12-month period beginning July 1 and must be fully expended by June 30. Funding availability coincides with the JTPA program year. Any remaining funds will be returned to the state via a subgrant closeout.

APPLICATION GUIDELINES

(Continued)

The expectation is to fund at least one person, half-time with each SDA who will conduct Rapid Response Assistance activities. Rapid Response Assistance activities are defined in JTPA Section 314(b)(1) and are listed in Section II of the project application narrative. Within the letter of the law, creative uses of Rapid Response Assistance funding are encouraged. Following are two approaches that were successfully used in other areas to provide Rapid Response Assistance.

One of the options exercised by a number of areas has been the utilization of a community coordinator position. Although each area is unique, generally community coordinator responsibilities include the following types of activities and products:

- Development of a community plan that responds to the needs of dislocated workers,
- Establishment of conduits to coordinate resources,
- Building and maintaining local capacity,
- Facilitating the provision of JTPA related assistance with local job creation efforts, and
- Providing a bridge between the economic development community and employment and training providers.

Other approaches have included business visitation programs. Business visitation programs have a positive impact on job retention. Generally, business visitation programs are designed to:

- Organize local governments to develop or improve communications with the business community,
- Formally survey businesses and create a database to track the information,
- Assist state and local agencies in their response to job retention and creation issues,
- Create an early warning system to prevent plant closings and layoffs,
- Develop a systematic means to collect short-term (three month to two years) skills training needs,
- More effectively coordinate public and private economic development resources, and
- Make resources more accessible to small business.

APPLICATION REQUIREMENTS

Rapid Response Assistance project funding applications shall consist of the following documents:

- Plan/Amendment Request Signature Page (FD97-23A),
- Narrative (FD97-23B),

APPLICATION GUIDELINES

(Continued)

- Budget Summary Plan (FD97-23C), and
- Equipment Budget (FD97-23D).

The preceding referenced documents follow these guidelines. Projects for Rapid Response Assistance will be for a 12-month operational period on a program year basis, July 1 through June 30. Applications will be accepted on an as needed basis. However, subgrantees are encouraged to apply on a program year basis and should submit applications by June 15 each program year.

Submit two original signatures on a completed Rapid Response Assistance Application to your assigned program manager. Applications can be submitted through one of the following methods:

MAIL:	Employment Development Department Job Training Partnership Division Attn: Program Management Section P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
COURIER SERVICE/OVERNIGHT:	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814
HAND DELIVER:	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814

REVIEW AND APPROVAL

Rapid Response Assistance applications will be reviewed as expeditiously as possible by EDD, Job Training Partnership Division (JTPD). Funding recommendations will be submitted to the Director of EDD. Applications for Rapid Response Assistance over \$100,000 will be submitted to the Director for approval on behalf of the Governor. Authority for approval of projects under \$100,000 is delegated to the JTPD Assistant Deputy Director.

Allocation levels may be negotiated. A consideration in the level of funding to be allocated will be the demonstrated ability of subgrantees to have effectively expended the prior year's Rapid Response Assistance funding.

APPLICATION GUIDELINES

(Continued)

PROJECT FUNDING

Applications approved for funding will become the approved project plan document. Applicants will be notified in writing of approval. The approved project plan will be used for program monitoring and evaluation purposes. The funding for approved projects will be unilaterally modified into the SDA's JTPA Title III master subgrant.

REPORTING

By accepting a subgrant for Rapid Response Assistance funding, the subgrantee must agree that it will compile and submit reports of activities, expenditures and status of cash and closeout information by the specified dates and in the specified format as prescribed by the State.

MONITORING AND OVERSIGHT

Subcontract Rapid Response operations are subject to JTPD monitoring policies. The operation of Rapid Response Assistance funded projects will be subject to monitoring oversight by the state.

TECHNICAL ASSISTANCE

Technical assistance to applicants in the development of applications is available. Technical assistance is also available on an on-going basis. This technical assistance is available from the area's assigned program manager.

PROJECT AMENDMENTS

If circumstances are such that the planned Rapid Response Assistance expenditures vary from plan by 15 percent or more, the project operator must request an amendment to plan. Changes in other circumstances such as a substantial change in the Rapid Response Assistance budget detail will require advance approval via a plan amendment request.

It is strongly suggested that all project plan amendment requests should be initiated by discussions with the assigned program manager regarding the circumstances requiring the modification. If it is determined an amendment is required; the project plan amendment should consist of documents contained in the approved project plan that are to be changed.

Requests to reprogram or deobligate funds should be submitted as soon as possible after such circumstance is identified. Requests should be consistent with the general purposes of Rapid Response Assistance and the selection criteria for funding. Amendments which request increases in the approved subgrant budget will be subject to the same review and approval process as new applications.

**JTPA TITLE III RAPID RESPONSE ASSISTANCE
APPLICATION AMENDMENT REQUEST SIGNATURE PAGE**

Subgrantee:				
Project Title: Rapid Response Assistance Project				
Term:		through		
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:		
The purpose of this Job Training Partnership Act (JTPA) Title III Rapid Response Assistance project application/amendment request:				
This project application/amendment request consists of the following documents marked with an "X":				
<input type="checkbox"/> Narrative				
<input type="checkbox"/> Budget Summary/Support Documents				
Approval for Subgrantee (Submit two original signature copies):				
Typed Name and Title		Signature and Date		
EDD Job Service Division Chief Review				
(Applications which have not been reviewed, will not be processed):				
Typed Name and Title		Signature and Date		

FOR STATE USE ONLY

Program Manager signature and date:				/ /
Fund Coordinator signature and date:				/ /
Regional, Industrywide or Statewide	Yes		No	
Subgrantee Code (Alpha):	Grant Code:	YOA:		Amount:

FD97-23A (07/08/98)

**JTPA TITLE III RAPID RESPONSE ASSISTANCE
NARRATIVE**

Subgrantee:			
Project Title: Rapid Response Assistance Project			
Term:		through	
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:	
I. Response Assistance Description			
<p>A. The Rapid Response Assistance activities to be accomplished under this project will include the following (ref. Job Training Partnership Act (JTPA) 314(b)(1)):</p> <ol style="list-style-type: none"> 1. On-site contact with employer and employee representatives to provide program information and emergency assistance, 2. Promotion of and assistance with the establishment of labor-management committees, 3. Collection of information related to economic dislocation and available resources, 4. Provision or obtaining of financial assistance or advice and liaison with economic development agencies and other organizations to assist in efforts to avert worker dislocation, 5. Dissemination of information throughout the area on the availability of services and activities carried out to serve dislocated workers, and 6. Development of local community coordinated response including access to state economic development assistance. 		<p>Yes <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
<p>B. Prohibited activities under this project will include [ref. JTPA 141(q)]:</p> <ol style="list-style-type: none"> 1. Employment generating activities, 2. Economic development activities, 3. Investment in revolving loan funds, 4. Capitalization of businesses, 5. Investment in contract bidding resources centers, 6. Activities similar to Numbers B1. through B.5 listed above, and Foreign travel. 		<p>Yes <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>
II. Job Training Plan Compliance			
<p>The subgrantee assures that the operation of this project if funded will comply with Title III Substate Plan.</p>		<p>Yes <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>

FD97-23B1 (07/08/98)

NARRATIVE
(Continued)

III. Regional Projects		
This is a regional project. If yes, attach a list of Service Delivery Areas participating in this regional project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IV. Employment Development Department Roles And Responsibilities		
A. The operation of this project will be consistent with the terms and conditions of the existing Memorandum of Understanding between the Subgrantee and the Employment Development Department Job Service Offices(s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. The Memorandum of Understanding between the Subgrantee and the Employment Development Department Job Service Offices(s) will be developed to establish a cooperative relationship, define roles and responsibilities and initiate reemployment for this project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. The Subgrantee will enter into a cost reimbursable agreement with the Employment Development Department Job Service Offices(s) for the services to be provided pursuant to the operation this project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
V. Rapid Response Assistance Exceptional Circumstances		
As authorized by the Governor, due to the major impact upon the community, Rapid Response Assistance will be provided when the worker dislocation is less than 50 individuals at a single site of employment, or does not take place during a single 30-day period.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
VI. Rapid Response Assistance Procurement Procedures		
A. Subgrantee staff provides Rapid Response Assistance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. If yes, the subgrantee has demonstrated its ability to provide Rapid Response Assistance, and the Subgrantee has documented, in writing, its determination of demonstrated performance based on the following criteria (ref. JTPA 107, Code of Federal Regulations (CFR) 20.627.422):	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> • Adequacy of financial resources, • Ability to meet program design specifications at a reasonable costs, • Satisfactory record of past performance, • Satisfactory record of integrity, business ethics and fiscal accountability, • Necessary organization, experience, accounting and operational controls, and • Technical skills to perform the work. 		

NARRATIVE
(Continued)

C. A service provider provides Rapid Response Assistance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D. If yes, the subgrantee assures it has written procedures in place consistent with JTPA for selecting service providers which take into account past performance in job training or related activities, fiscal accountability and the ability to meet performance standards (ref. JTPA 107, Code of Federal Regulations (CFR) 20.627.422).	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
VII. Other Information Other information related to this project (optional use): <div style="border: 1px solid black; height: 500px; margin-top: 10px;"></div>		

Attach additional page(s) if necessary.

FD97-23B3 (07/08/98)

**JTPA TITLE III RAPID RESPONSE ASSISTANCE
BUDGET SUMMARY PLAN**

Subgrantee:			
Project Title: Rapid Response Assistance Project			
Term:		through	
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:	
I. Budget Detail Rapid Response			Planned Expenditures
A. A. Staff Salaries			
B. Number of full time equivalents			
C. Staff Benefits			
D. Staff Benefit Rate (percent)			
E. Staff Travel			
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, etc.)			
G. Equipment (attach Equipment Budget (FD97-23D) for items with a unit cost over \$5,000)			
H. Contractual Services			
I. Indirect Costs*			
J. Indirect Cost Rate (percent)			
K. Other (describe):			
L. Total Rapid Response Assistance			
*Name of Cognizant Agency:			
II. Quarterly Total Expenditure Plan (Specify year)			Cumulative Expenditures
A. 09/			
B. 12/			
C. 03/			
D. 06/			

FD97-23C (07/08/98)

**JTPA TITLE III RAPID RESPONSE ASSISTANCE
EQUIPMENT BUDGET**

Subgrantee:				
Project Title: Rapid Response Assistance Project				
Term:		through		
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:		
Equipment Item Description*	Quantity	Unit Cost	Percent Charged to Project	Total Cost
Grand Total				

*List equipment items having a useful life of more than one year with a unit acquisition cost of \$5,000 or more being charged to this project. Attach a justification for purchase versus lease or use charges when the life of the item exceeds the term of the project.